

## **Christine Nader**

- Achrafieh-Beirut • Phone: 70.086993 • [christinenader@live.com](mailto:christinenader@live.com) • 1991
- 

### **Educational Background**

- B.A in Translation – Lebanese University
  - Lebanese Baccalaureate Sociology & Economics – Ecole secondaire des filles de la charité
- 

### **Computer Skills**

- |                         |                 |
|-------------------------|-----------------|
| • AutoCAD 2D            | • Access        |
| • Windows               | • Powerpoint    |
| • Backoffice accounting | • Word          |
| • Excel                 | • Adobe Acrobat |
| • Outlook               | • Internet      |
- 

### **Languages**

- Arabic: Native Language
  - English: Excellent
  - French : Good
  - Spanish : Fair
- 

### **Professional Experience**

**2009-2019: Private Teacher for students in elementary school**

**2015 (October) – 2019 (April) : Product & Account Manager at Unilux systems company**

*Job Description:*

Account Manager (Sales )

- Studying Lighting, Automation and Power DWGS in addition to BOQs to propose home automation systems offers.
- KNX System Design
- Drawing the home automation design
- Preparing submittals
- Following up on projects from A to Z
- Meeting with architects, consultants, contractors and clients to discuss the projects

#### Product manager (Purchasing and Procurement)

- Creating purchase orders, confirming delivery date, quantity ordered and prices are correct
- Monitor minimum and maximum stock level and arrange PO for the same
- Dealing and negotiating with different suppliers regarding orders and prices
- Searching for new items that can be introduced to the local market
- Coordinating with warehouse to receive incoming shipment
- Issuing claims related to defected materials

#### **2012 – 2015: Service administrator & Sales Executive at Simac sarl**

##### *Job Description:*

- Sales
  - Preparing the Bill of Quantity, Cost Estimation, Quotation, Proposal, Tender, Pre-Qualification Documents.
  - Updating the list of received Purchase Order and preparing the Sales Report at the end of the month
  - Coordinating with Accounts and Technical Team regarding sales/project/support.
- Purchasing
- After sales
- Procurement
- Studying projects and providing solutions
- Supervising daily schedule for the maintenance team
- Issuing claims related to defected materials submitted to the suppliers
- Preparing and proposing maintenance contracts
- Preparing offers
- Public relations
- Issuing Delivery notes
- Invoicing/ collection

#### **2012 – (26 June – End September) /2013 (August) : Tour Leader in Marmaris-Turkey at Nakhal & Cie Travel Agency**

##### *Job Description :*

- Company Representative.
- Guide
- Sales
- Translation from English to Arabic and vice versa

**2009-2011 : Cashier at Sea sweet ( part time job )**

---

**Hobbies**

- Jogging
  - Writing short stories
  - Swimming
- 

**Reference**

Available Upon Request.